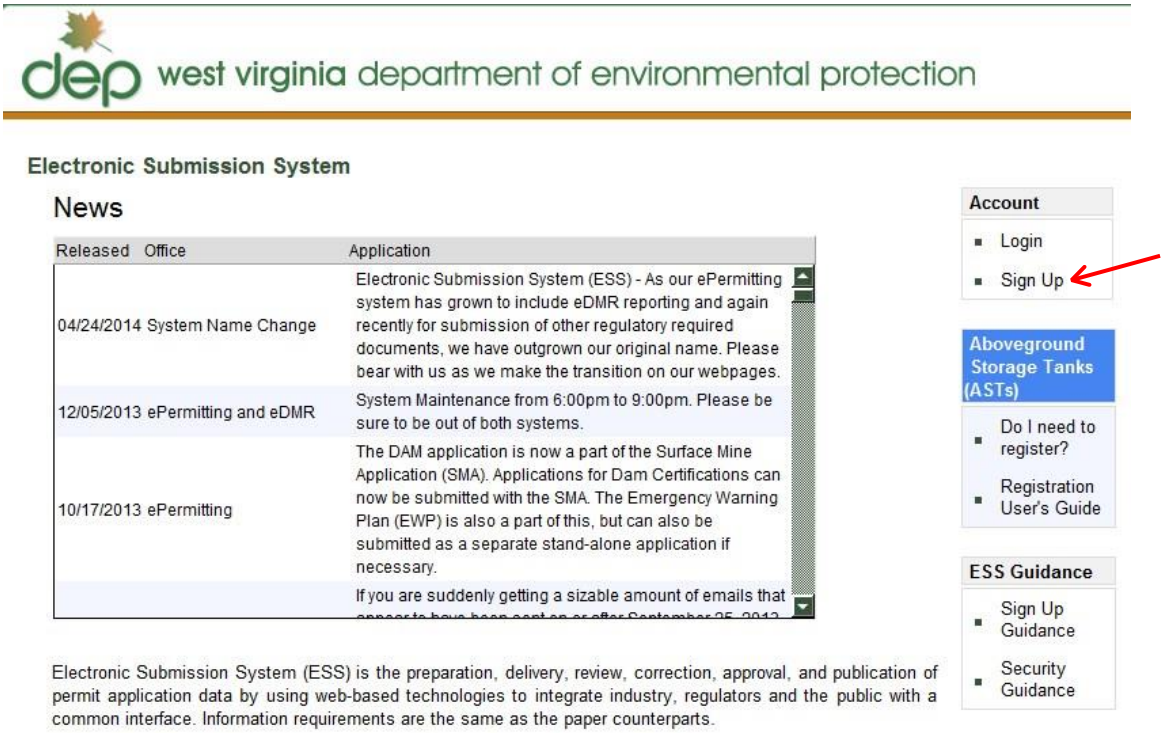
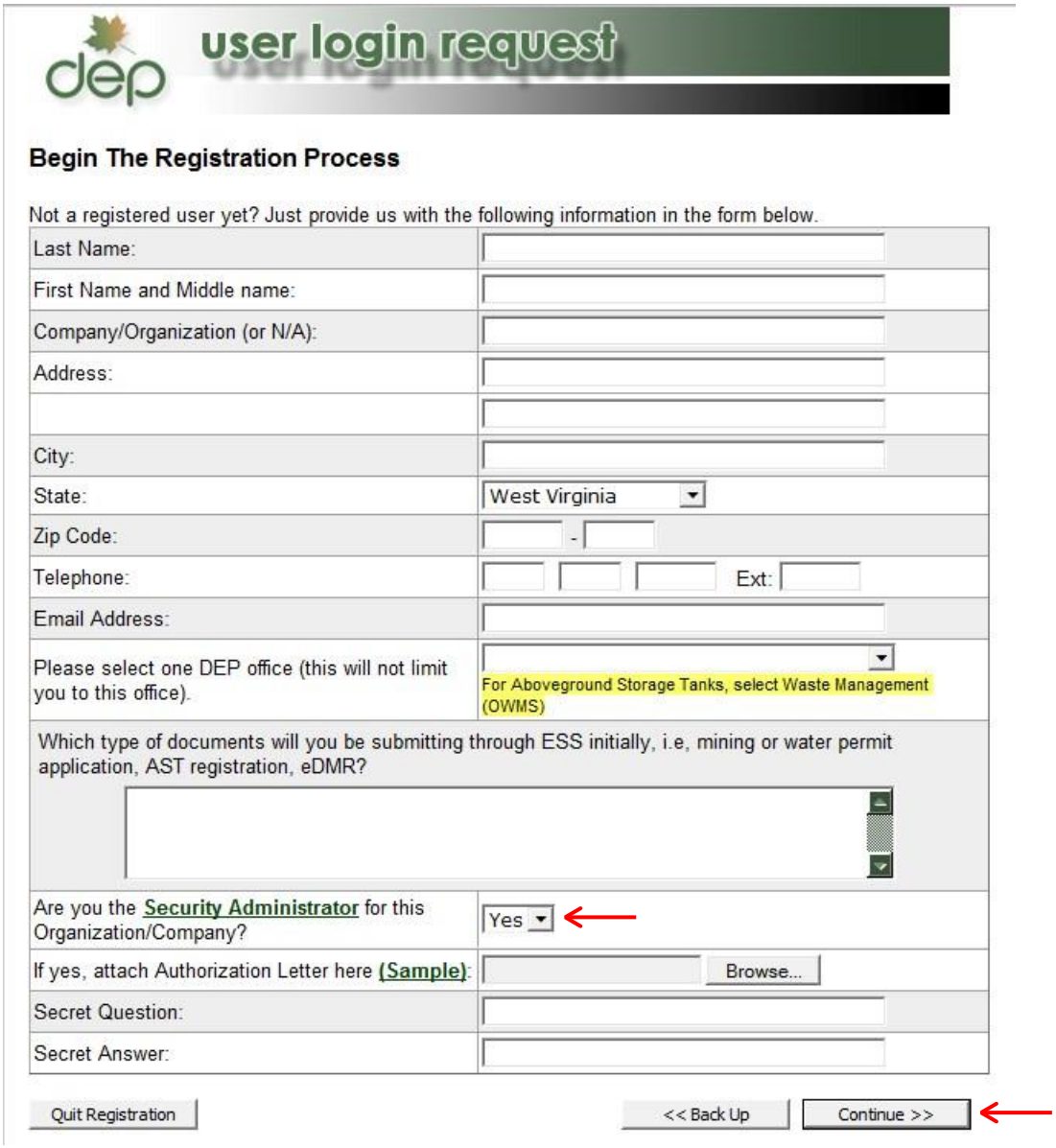
How to Sign Up for an Electronic Submission System (ESS) Login ID and Password:

1. Go to the following link: https://apps.dep.wv.gov/eplogin.cfm which will take you to the home page of the production environment of the WVDEP Electronic Submission System.
    - Select "Sign Up"

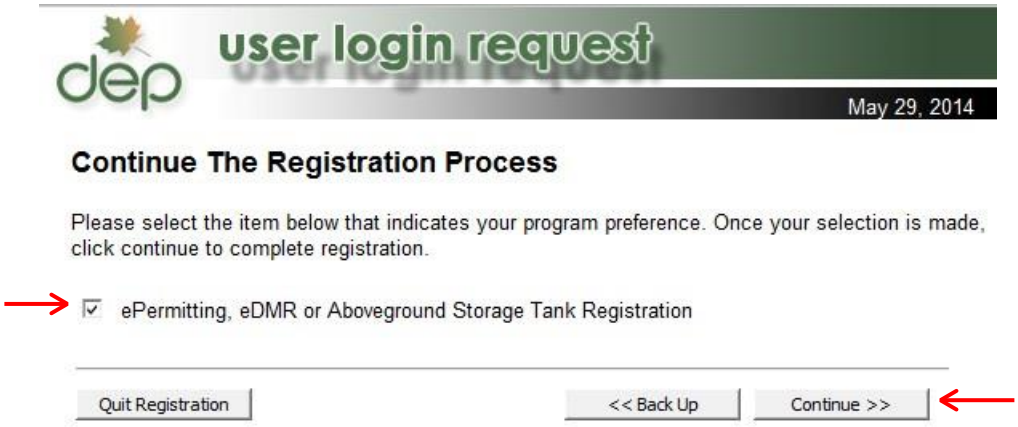


2. The “Welcome To The Registration Process” page is displayed
    - If you have previously obtained an ESS User ID for other program (NPDES, mining, Oil & Gas, etc.) exit out of the registration process and login with your existing ESS User ID
    - If not, select “No” in the “Do you already have a user login:” drop down • Click “Continue”

3. Fill out the registration information page:
   - Enter your name (last name first), organization (if any), address, and contact information. Ensure your email address is correct so that you can receive your login ID and Password.
   - The Secret Question and Secret Answer can be used if you forget your password
   - Security Administrator: If you are a Security Administrator for your organization, you must also attach an Authorization Letter to be granted rights during the sign up process. For more information, click the "Security Administrator" hyperlink and "Sample" hyperlink for a letter template
   - Click "Continue" when you are sure the information is correct and click "OK" to confirm

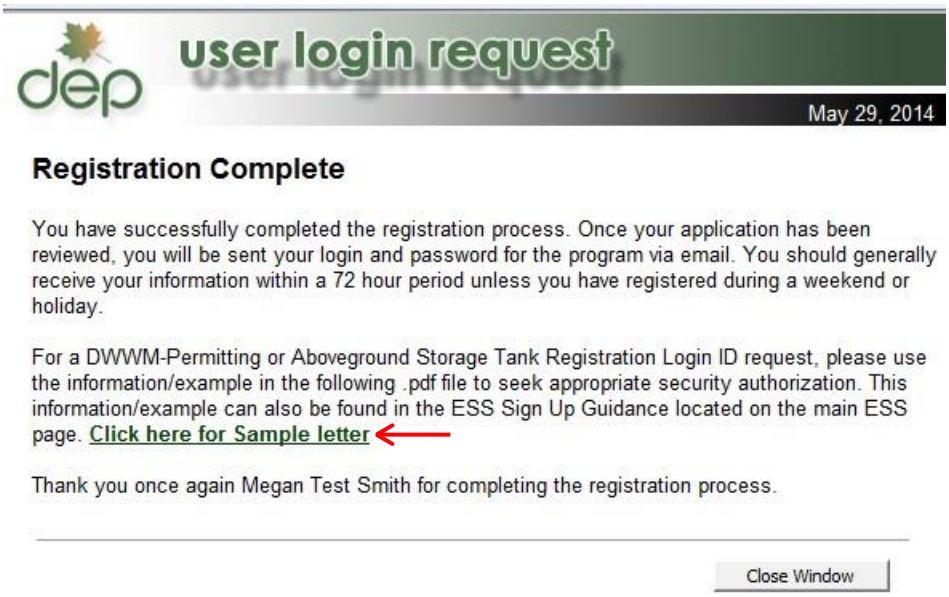


4. Finish Registration:
   - Review the program preference check-boxes that appear
   - Select the correct one(s) and then click “Continue”



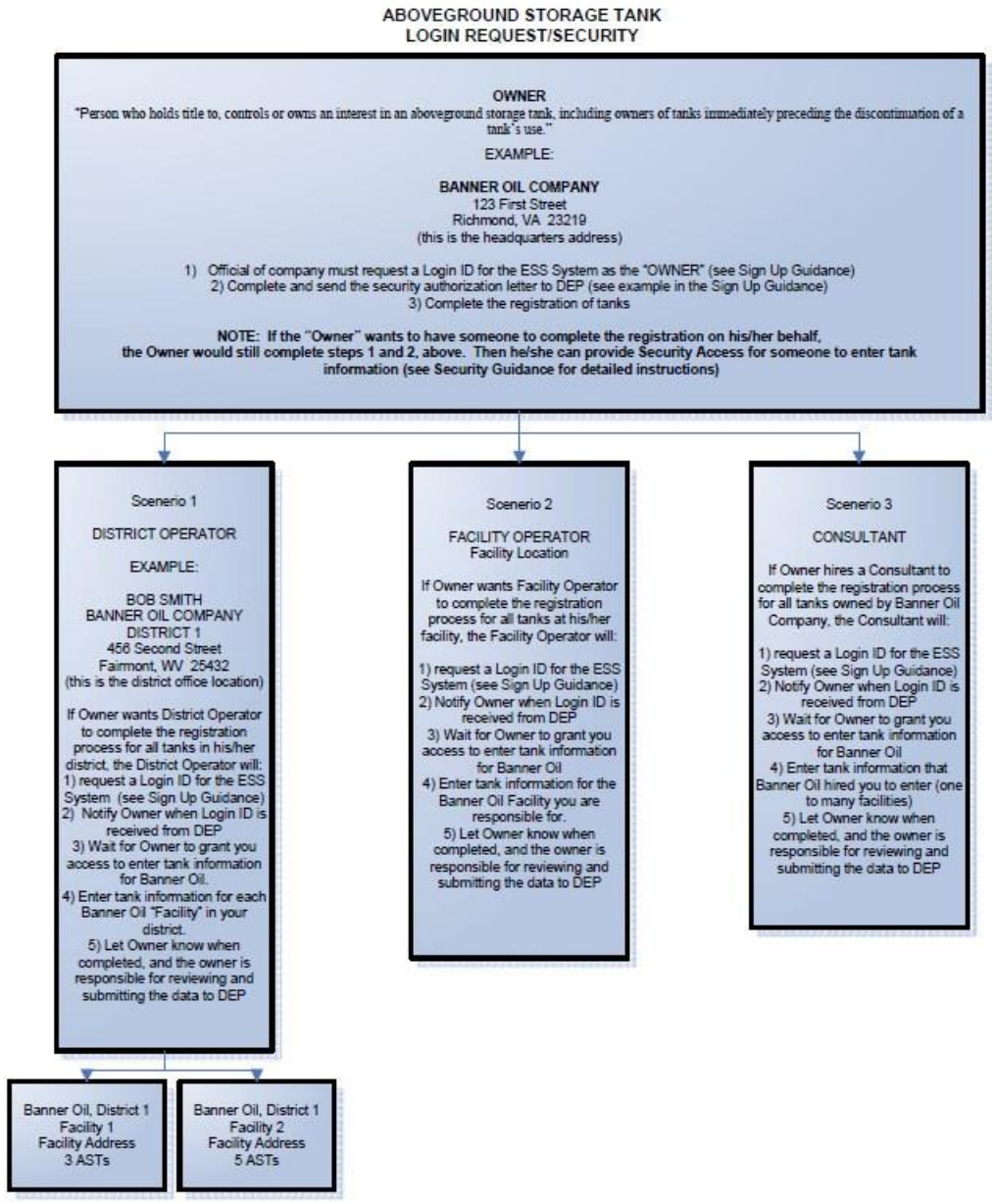
5. Ensure you see the “Registration Complete” page to verify your information was submitted

NOTE: If you will be the authorized security agent for your organization/applicant, you MUST submit a Security Authorization letter to Pamela.S.Houston@wv.gov before your login ID request can be processed. For more information, click the “Click here for Sample Letter” link and review the ESS Security Guidance for more information. See the final page of this guide for an example of who should sign up for a login and who needs to submit the Security Authorization letter within an organization.



If you have any questions related to the ESS Sign Up process contact Pam Houston at Pamela.S.Houston@wv.gov or (304)926-0499 ext. 1574.

Organization Structures and ESS Roles



Only the owner in the example above would need to send a Security Authorization letter to establish themselves as the Security Agent for their organization. In this case, the owner would be the individual from the headquarters office that ensures the tank registrations are completed.

Then others such as the district operator, facility operator, or consultants could apply for an ESS Login as well and the Security Agent can assign them rights to work on various ESS activities for the organization. For more information, see the "ESS Security Guidance" document.